



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
PSC BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

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AIR STATION ORDER P11320.8B

From: Commanding General, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: AIRCRAFT RESCUE FIREFIGHTING DIVISION STANDING OPERATING
PROCEDURES (SHORT TITLE: SOP ARFF, MCASCPNC)

Ref: (a) DoDINST 6055.6 (NOTAL)
(b) NAVAIR 000-80R-14 NATOPS
(c) MCO P5320.12C
(d) AirStaO P3710.5G
(e) AirStaO P11135.1K
(f) AirStaO 2355.1C
(g) AirStaO P11240.12D w/ch1
(h) AirStaO 11010.1E
(j) AirStaO 5090.5

Encl: (1) LOCATOR SHEET

Report Required: Annual Training Report (Report control symbol AS-11010-01), par. 10001.4.

1. Purpose. To provide policy and guidance for the operational functions of Aircraft Rescue Firefighting (ARFF) Division services at Marine Corps Air Station (MCAS), Cherry Point in accordance with references (a) through (h).

2. Cancellation. AirStaO P11320.8A

3. Responsibility. The Director of Operations is responsible for ARFF. The Airfield Operations Officer shall establish and maintain the ARFF Division in accordance with the policies and procedures established herein.

4. Action

a. Airfield Operations Officer. The Airfield Operations Officer shall establish and maintain the ARFF Division in accordance with the policies and procedures established herein. The Airfield Operations Officer will ensure that a copy of this

Manual is posted in the ARFF Station so that all members of the ARFF Division can familiarize themselves with the contents.

b. Director of Facilities (FAC). Due to the critical nature of the ARFF Division's responsibilities, and in accordance with reference (a), the Director of Facilities will ensure that the highest priority is assigned to preventive and corrective maintenance of ARFF and salvage vehicles and related support equipment.

c. Assistant Chief of Staff, G-1. The Assistant Chief of Staff, G-1 shall ensure that the manning level of the ARFF Division is upheld in accordance with reference (c) in order to maintain the minimum response criteria required by reference (b).

5. Records Disposition. All records will be maintained and disposed of in accordance with SECNAVINST 5212.5.

6. Summary of Revision. This Manual has been reformatted and contains major and administrative changes. The major modifications to this Manual are as follows:

a. Promulgation page, par. 3. More clearly defines the Director of Operations responsibilities for ARFF.

b. Paragraph 2004.2h. Establishes the Chain of Command for support personnel and equipment.

c. Paragraph 2004.2u(2). Requires drivers to remain near their vehicles during an emergency vice behind the wheel.

d. Paragraph 2006. Eliminates "Dispatch Crew" and establishes daily dispatch rotations.

e. Paragraph 2013.8. Requires a consolidated Memorandum receipt (CMR) be maintained by conducting semi-annual inspection and inventory to facilitate reconciliation with the Station Property Officer.

f. Paragraph 5001.4. Requires all ARFF vehicles to vacate to a safe area around the aircraft with hazardous cargo as soon as the fire has been secured.

g. Paragraph 6004. Establishes non-emergency speed limits for ARFF vehicles on the airfield.

h. Paragraph 7002.1c. Requires the ARFF Dispatcher to log all reports of safety hazards on the airfield.

i. Paragraph 7004.1c. Requires the Air Traffic Control Tower to be notified when an aircraft is shut down on the runway.

j. Chapter 10. Establishes the ARFF Hazardous Material/Hazardous Waste Program responsibilities and duties.

k. Appendixes. All have been updated.

7. Certification. Reviewed and approved this date.


W. C. DARNER
Chief of Staff

DISTRIBUTION: A

LOCATOR SHEET

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Location:

(Indicate location(s) of copy(ies) of this Manual.)

SOP ARFF, MCASCPNC

CONTENTS

CHAPTER

- 1 MISSION AND ORGANIZATION
- 2 RESPONSIBILITIES AND DUTIES
- 3 STRUCTURAL FIRE ALARMS
- 4 COMMUNICATIONS
- 5 PROCEDURES FOR HAZARDOUS CARGO AND MEDICAL EVALUATION
- 6 ARFF VEHICLE TRAFFIC ON THE FIELD
- 7 PROCEDURES FOR EMERGENCIES
- 8 SAFETY REGULATIONS FOR TRAINING AREA
- 9 RESPIRATORY PROTECTION PROGRAM
- 10 HAZARDOUS MATERIAL/HAZARDOUS WASTE PROGRAM
RESPONSIBILITIES AND DUTIES

APPENDIX

- A MINIMUM MANNING
- B AIRFIELD ALERT AND STAND-BY POSITIONS
- C STRUCTURAL ALARM RESPONSE REQUIREMENTS

SOP ARFF, MCASCPNC

CHAPTER 1

MISSION AND ORGANIZATION

	<u>PARAGRAPH</u>	<u>PAGE</u>
MISSION	1001	1-3
ORGANIZATION	1002	1-3

SOP ARFF, MCASCPNC

CHAPTER 1

MISSION AND ORGANIZATION

1001. MISSION

1. Primary Mission. The primary mission of the ARFF Division is the rescue and safety of personnel involved in aircraft accidents or incidents on the airfield or its immediate surrounding areas as outlined in references (d) and (e).

2. Secondary Mission. The secondary mission of the ARFF Division is to minimize damages to government and private property by employing assigned equipment and personnel in accordance with authorized procedures upon the occurrence or threat of an aircraft accident or incident in the area of responsibility assigned. This mission is further expanded to include, but is not limited to:

a. Standing ready to assist the Station or local civilian fire and rescue units when directed by appropriate authority in response to distress calls. Procedures are set forth in Chapter 3.

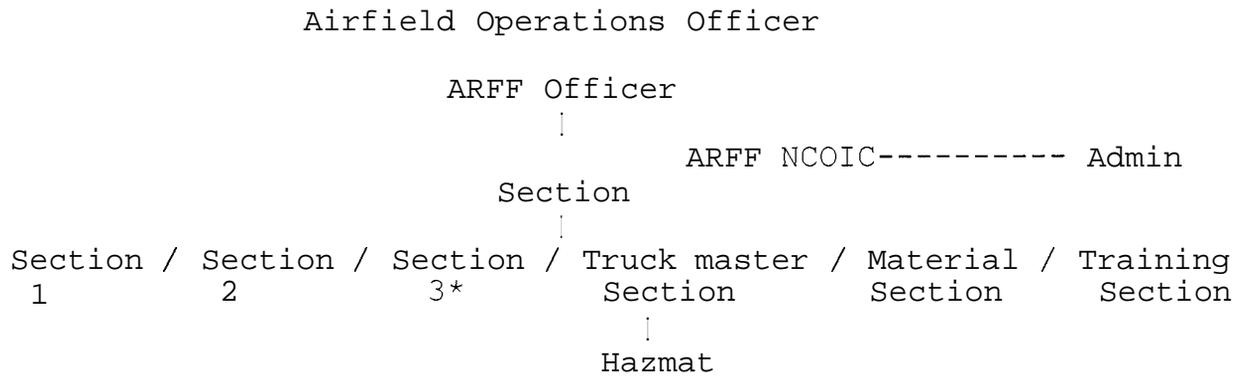
b. Manage appropriate personnel qualifications and manpower.

c. Maintain all required equipment in a satisfactory state of readiness.

d. Conduct morning/evening checks of runways, taxiways, and aircraft fuel pits for Foreign Object Debris (FOD), proper police, and lighting.

e. Provide ARFF protection for all special flights (hazardous cargo, medical evacuation, etc.) landing and taking off from this airfield in accordance with Chapter 5.

1002. ORGANIZATIONAL CHART. The organizational chart for the implementation of instructions and procedures of the ARFF Division is diagrammed below.



*Third Section manned only if personnel are available or when shortages of personnel occur.

SOP ARFF. MCASCPNC

CHAPTER 2

RESPONSIBILITIES AND DUTIES

	<u>PARAGRAPH</u>	<u>PAGE</u>
AIRCRAFT RESCUE FIREFIGHTING OFFICER.....	2001	2-3
NONCOMMISSIONED OFFICER IN CHARGE (NCOIC)....	2002	2-4
ASSISTANT NCOIC.....	2003	2-4
SECTION' LEADER.....	2004	2-4
ASSISTANT SECTION LEADER.....	2005	2-8
AIRCRAFT RESCUE FIREFIGHTING DISPATCHER.....	2006	2-8
POSITION AND PROCEDURES FOR EMERGENCY LANDING.	2007	2-11
IMMEDIATE RESPONSE ALERT CREW.....	2008	2-11
STANDBY ALERT.....	2009	2-13
ADMINISTRATIVE SECTION.....	2010	2-13
TRAINING NCO.....	2011	2-13
TRUCKMASTER.....	2012	2-15
MATERIAL NCO.....	2013	2-16

SOP ARFF, MCASCPNC

CHAPTER 2

RESPONSIBILITIES AND DUTIES

2001. AIRCRAFT RESCUE FIREFIGHTING OFFICER. The ARFF Officer is responsible to the Airfield Operations Officer for the operational readiness and the performance of the ARFF Division. The ARFF Officer shall have control and direct command of an aircraft accident except when the aircraft is located inside a hanger or a building. In such a case, the Air Station Fire Chief shall have direct command at the immediate scene. The ARFF Officer shall exercise given authority to execute policy instructions in accordance with current directives and has the following responsibilities:

1. Keep the Airfield Operations Officer informed of overall status and effectiveness of the ARFF Division with respect to its capability to accomplish its mission.
2. Establish close liaison with other commands for technical assistance and logistical support to maintain an appropriate state of readiness as required by reference (b).
3. Initiate and supervise a comprehensive and continuous aircraft fire fighting and rescue training program in accordance with reference (b).
4. Coordinate with the Air Station Fire Chief to establish a cross training program.
5. Conduct salvage operations at the request of the aircraft custodian in accordance with reference (e), aboard the Air Station. Provide equipment and technical assistance for aircraft crashes off-station.
6. Organize and maintain a mutual support plan with the Air Station Structural Fire Department to furnish assistance, upon request, as long as the request does not degrade the capabilities of either unit.
7. Submit in a timely manner all budget requirements and reviews to the Airfield Operations Officer.

2002. NONCOMMISSIONED OFFICER IN CHARGE (NCOIC). The NCOIC works under the direct supervision of the ARFF Officer and shall assume his duties in the absence of the ARFF Officer. In addition the NCOIC will:

1. Supervise all phases of operations of the ARFF Division's watch sections and the administrative, training, material, and truck master sections.
2. Monitor all training activities to ensure the complete coverage of the subjects tested in reference (b), to maintain proficiency in the necessary skills.
3. Review the "Daily Journal" (Log Book) each day and institute action upon all pertinent matters.
4. Keep abreast of all published instructions and ensure that they are current, complete, and in compliance with current directives and established policies.
5. Review and ensure completeness and accuracy of all reports and paper work submitted by the Section Leader daily.

2003. ARFF CHIEF. The Assistant NCOIC assists the NCOIC as directed and assumes the duties of the NCOIC when absent.

2004. SECTION LEADER. The Section Leader is directly responsible to the NCOIC or ARFF Chief for the operational readiness and performance of personnel, equipment, and ARFF facilities during the assigned watch period of the duty section. The tour of duty for the section leader is 24 hours on weekdays and 48 hours on weekends, normally commencing at 0715.

1. Prior to assuming the duties, the Section Leader shall:
 - a. Have all mobile equipment, rescue kits, and necessary protective clothing assigned for a watch inspected, and all noted discrepancies corrected.
 - b. Inspect the ARFF building and immediate vicinity for proper state of police and orderliness.

c. Effect personnel assignments within the watch section for all manning requirements in accordance with reference (b). These assignments should be made after determining that personnel assigned possess the required qualifications for the duties to be performed.

d. Receive a briefing from the off-going Section Leader in regard to vehicle discrepancies, conditions on the airfield and surrounding areas, and any projects that require completion.

e. Conduct inspection of section personnel with respect to uniform, appearance, and fitness to duty.

2. After assuming the duties, the Section Leader shall:

a. Take charge of any emergency or mishap until relieved by a cognizant authority.

b. Post relief for the alert position.

c. Give additional instructions as may be necessary to ensure that personnel are well informed as to the duties that their assignments entail.

d. Have a radio check completed prior to 0730 daily ensuring that correct radio procedures are used.

e. Ensure that the Alert Position is manned with the proper personnel and equipment at all times while the airfield is open. When there is no known aircraft activity the alert crew may be secured to the Aircraft Rescue Firefighting building after checking with the Control Tower, the Airfield Operations Duty Officer, and Section Leader. While secured to the ARFF building the crew will be in an alert status in order to be able to man the alert position on three (3) minutes notice, while the airfield is operationally open.

f. Be ready to provide adequate Aircraft Rescue Firefighting protection immediately when the airfield is on operational standby in the event that unannounced flight activity or other emergencies might arise.

g. Ensure that personnel and equipment are maintained in an absolute alert status and readiness when they are at the immediate response alert position (Hotspot) during all hours of flight operations.

h. Ensure that the Fire Department, PMO, ambulance and corpsman are in designated positions during all standbys and emergencies. Once in position they will be under the Section Leader's control and will respond to the Section Leader's command.

i. Designate qualified ARFF personnel to install ejection seat pins and landing gear downlocks on all aircraft requiring this service.

j. Assign qualified NCO's to conduct drivers training and to coordinate all technical and military training with the ARFF Training NCO.

k. *Designate positions for trucks during emergencies to include off-station responses and requests for assistance from the Structural Fire Department.

l. Conduct training in accordance with the ARFF training schedules.

m. Take such action as necessary to correct any discrepancies found during the foregoing inspections. Push brooms will be carried to sweep small areas. Power sweepers can be obtained from Facilities Maintenance Department through the ODO.

n. Supervise the ARFF Dispatcher's performance of duties during the watch.

o. Ensure that functioning two-way radios are available in all crash and support vehicles used on the airfield.

p. As the situation permits, keep all interested parties advised of developments in actual or standby incidents. Common sense and judgment, based on the details of the given situation, will dictate the extent of this effort.

q. Ensure that the OIC and NCOIC are notified of all accidents/incidents that occur outside of normal working hours.

r. Activate the recall plan when directed by proper authority.

s. Read and sign the Daily Journal (LogBook).

t. Get all pertinent information on aircraft emergencies and ensure that all such data is passed to the ARFF Dispatcher for entry in the Daily Journal.

u. Be responsible for enforcing the following policies:

(1) A senior ARFF person will be in the Cherry Point Command Vehicle at all times during an emergency. This person will keep Ground Control informed of all pertinent information regarding the current situation.

(2) Drivers will remain in/near their vehicle until the emergency is secured. No vehicle is to be left unattended. The Section Leader will secure all unnecessary vehicles as soon as possible.

(3) Ensure that all ARFF and support vehicles are checked out and have drivers maintenance performed prior to 0930 daily.

(4) Whenever an ARFF or support vehicle is out of commission because of mechanical failure, it shall be parked facing inboard and deadlined until a Truckmaster is notified. The Truckmaster will make the necessary repairs or contact Motor Transport for assistance. In no instance should unqualified personnel be permitted to work on any ARFF/Support Vehicle.

(5) In accordance with reference (b), the Section Leader shall notify the ARFF Officer and the NCOIC any time that the vehicle status drops below the minimum to provide Crash Rescue protection aboard the airfield. If this occurs after normal working hours, the Operation Duty Officer (ODO) should be notified prior to the ARFF Division's OIC and NCOIC.

(6) Personnel will not be permitted to conduct personal business or go on liberty during their 24-hour duty period without prior approval from the ARFF OIC or NCOIC.

(7) The Section Leader shall ensure that all ARFF vehicles use extreme caution when proceeding to the scene of a mishap.

3. Drills. Only by constant drills and training can the ARFF Division attain its goal of teamwork and continuous alert status for the split second response that is required for rescue operations at any time. The Section Leader is authorized and encouraged to conduct ARFF vehicle boarding drills, grid coordinate drills, etc. (day or night) to maintain proficiency and a high level of readiness. The Section Leader shall ensure that all personnel have been indoctrinated in safety procedures and precautions to take when responding to any emergency, real or simulated.

4. Dry Runs. The Section Leader is authorized and encouraged to conduct dry runs and rescue practices on the aircraft in the training area to maintain proficiency in technique and tactics, provided that:

a. Such drills do not interfere with the daily work routine or Flight Operations.

b. Particular emphasis is placed on:

(1) Correct spotting of vehicles.

(2) Wind condition and direction.

(3) Terrain

(4) Rescue Techniques

(5) Proper carrying and use of equipment by Rescue Personnel.

5. Wet Runs/Drill Fires. Drill fires shall be conducted by the Section Leader and shall be monitored by the Training NCO when scheduled. ARFF vehicles and/or all types of hand carried extinguishers should be utilized provided that all the conditions in paragraph 2004.4a and 2004.433 are complied with and:

a. Extinguishing agent inventory doesn't fall below that required for normal fitting.

b. Personnel are fully equipped with protective clothing, which is in good repair and properly fitting.

c. Live fire drills are for the purpose of training and their duration should be held to the minimum required to accomplish such training.

d. All training drills will be conducted in accordance with reference (b).

6. Safety. The Senior ARFF SNCO/NCO conducting any type of training will ensure that all safety precautions listed in Chapter 8 of this Manual are observed.

2005. ASSISTANT SECTION LEADER. The Assistant Section Leader is directly responsible to the Section Leader and will carry out such tasks as necessary to aid in the execution of assigned duties. The Assistant Section Leader will perform the duties of the Section Leader during periods when the Section Leader is absent.

2006. Aircraft Rescue Firefighting (ARFF) Dispatcher. Personnel assigned to duties as ARFF Dispatcher should be mature and stable individuals. The Dispatcher's watch shall be no longer than eight (8) hours in any 24-hour period. The ARFF Dispatcher shall be in alert status at all times. Additionally, the Dispatcher will:

1. Keep a neat, concise, and accurate log of all activities of the ARFF Division. Lines in the log shall be used in sequence and no lines skipped or left blank. The use of a rough log with subsequent transcribing into the permanent log is authorized so long as this transcribing does not violate the integrity of the permanent log. In any instance where a mistake is made while making an entry in the logbook, a thin line is to be drawn through the error and initialed by the person making the entry. In no case should any pages be torn out of the logbook.

2. Ensure that the off-going Section Leader signs the portion of the permanent log applicable to the Section Leader's tour of duty, to verify the entries made prior to relief.

3. Exercise particular care to ensure that vehicular operation on the airfield is properly logged clearly showing the purpose i.e., escort, surface check, driver training, etc. Emergencies shall always be in red ink; all other entries shall be logged in black ink only. Special flights and fuel spill standbys shall be logged in black ink and marked with a red asterisk (*) at the start of the entry.

4. Keep the Section Leader advised of the duty runway and other information pertaining to airfield operations.

5. Monitor all communications equipment, i.e., telephones, radios, alarm systems, etc. When utilizing station telephones the Dispatcher shall ensure that:

- a. Proper answering techniques are used for all incoming calls (name of office, rank, name of individual answering).

- b. All outgoing calls are of 3 minutes in duration unless official business dictates otherwise. No long distance calls from any phone will take place without the NCOIC or OIC's approval.

- c. Proper radio procedures are used at all times.
 - d. The ARFF Division is notified, over the Public Address (PA) system, when the structural alarm is activated whether or not a response is required.
6. In the event of an aircraft emergency, obtain all pertinent information available and relay it to the ARFF Division over the PA system and by radio on 140.1 MHZ. The most vital points to cover are: type of emergency, type of aircraft, and location. This does not mean that other pertinent factors should be ignored; it merely stresses the importance of these.
 7. Log all emergencies in which ARFF vehicles respond in accordance with the current instruction. Emergencies such as standbys, blown tires, aircraft fires on flight lines and turn-up areas, and Structural Fire Division assistance shall be logged. Log entries of emergencies shall consist of date, time, type of aircraft, runway, bureau number, model, squadron, agents used, landing or aborted takeoff, and nature of emergency.
 8. In the event of a call for a fuel spill on the flight line, notify the Section Leader who will dispatch CP-35 to the scene. In the cases where ARFF Division cannot respond due to shortage of vehicles, emergencies or other reasons, the fuel spill shall be referred to the Structural Fire Division. Environmental Affairs Division will be notified of all fuel spills.
 9. Ensure that the PA system is used for official business only and not for personal use. The PA system is the primary alert system. It will be used only for calls of an emergency nature or official business. All other calls are prohibited.
 10. Ensure that the Dispatcher's office is utilized by the duty Dispatcher & duty Section Leader only, except when a new Dispatcher is being instructed on procedures. No unauthorized personnel are allowed in the Dispatcher's office. This does not preclude visitors authorized by the ARFF OIC, NCOIC, or ARFF CHIEF.
 11. Maintain an up-to-date telephone number listing of all departments, which support the function of the ARFF division.
 12. Know at all times the location/destination of all crash vehicles.
 13. Make note of all telephone calls received concerning personnel. When the person called is not readily available, the Dispatcher will use Standard Form 63 (Memorandum of Call) for delivery to the individual via the OIC and NCOIC.

14. Notify the OIC, NCOIC, or ARFF CHIEF for action in all official business concerning the ARFF Division.

15. Notify the Squadron concerned to Transit Services in any case where an aircraft has blown a tire or shuts down on the runway or taxiway and requests a tow tractor, tow bar, wheel, tires, or other equipment.

16. Ensure that the runway sweeper is requested by the ODO when airfield areas are in need of sweeping. VAL personnel shall provide all escorts for the runway sweeper.

17. Ensure that the following departments are notified before and after training fires when training areas are used for training fires, fire drills, or fires of any type.

a. Air Traffic Control Tower	Ext. 4146/4204
b. ODO	Ext. 2233/2671
c. Fire Department Dispatch	Ext. 2241/2083
d. PMO	Ext. 3615
e. VAL	Ext. 2312/2427
f. Cherry Point Naval Hospital	Ext. 5751
g. Environmental Affairs	Ext. 4186/3631
h. PAO (DWH)	Ext. 3547/3542

18. Refer to the Section Leader when any circumstances not covered by these instructions are encountered.

2007. POSITION AND PROCEDURES FOR EMERGENCY LANDING. For all emergencies, inboard ARFF vehicles and support equipment shall respond to designated field positions as shown in Appendix A.

1. All ARFF vehicles and support equipment will remain in position until directed by the command vehicle to move. Permission to follow an aircraft on the runway will be issued by the Control Tower only. Extreme care will be used when approaching aircraft, especially helicopters, due to the rotor blades.

2. When an aircraft declares an in-flight type emergency (i.e., low fuel, air-speed indicator, etc.), and lands safely, the Section Leader should secure all ARFF support equipment and follow the aircraft to its line. If the emergency is such that it could be a problem on the ground (i.e., fire warning light, hydraulic failure, smoke in cockpit, etc.) after landing, the aircraft should be stopped and checked before proceeding to its line.

3. When the aircraft commander declares "No Further Assistance Required," the Section Leader should use good judgement in necessity of following the aircraft to its line.

2008. IMMEDIATE RESPONSE ALERT CREW. The Section Leader will assign these crewmembers from watch section personnel. The most qualified person shall be designated as Crew Chief. As such, the Crew Chief is charged with the proper operational readiness of the equipment and the performance of the crew.

1. Runway alert position (hotspot) location will be dependent on the duty runway. Appendix (A) shows alert positions for each runway.

2. The Runway Alert Crew tour of duty (alert status) shall be in 2-hour shifts, not to exceed a total of 8 hours out of any 24-hour period.

3. The Runway Alert Crew shall respond immediately to all emergency calls when required. If the Runway Alert Crew observed a good cause to respond and have not been specifically instructed "not to move," they will move and notify the Control Tower by radio that they are moving and give the reason for such action.

4. Visual lookouts are required at all times, whether the vehicles are moving or stationary, to prevent collision or interference from unexpected traffic (surface or air). Each crewmember shall be assigned a definite area of responsibility during alert status. This should include a radio watch, lookout watches for aircraft departures and arrivals, and aircraft and vehicles operating on the surface of the field. When Harrier Pads are in operation, one crewmember shall be assigned to observe those positions.

5. One crewmember shall be on top of the ARFF vehicle to observe operations at all times, except during inclement weather.

6. The Crew Chief should rotate assignments during the "alert status" in order to increase efficiency, promote training, and keep interests level high.

7. During alert status, individual's bunker gear shall be maintained close at hand for instant donning in the event of deployment.

8. A major ARFF vehicle shall always be used when manning the Runway Alert position.

9. When occupying alert position, ARFF vehicles are parked perpendicular to the runway in order to facilitate quick response in either direction. Adequate distance should be provided between the edge of the runway and the vehicle to provide appropriate clearance for taxiing aircraft, but where possible, 150' clearance is desirable as it is sufficient to clear a C-5 aircraft.

10. Each Crew Chief shall ascertain that the vehicle being driven and its associated equipment are fully operational and that the daily preventive maintenance check has been completed. Trucks shall be kept warmed-up at all times and in a "ready-to-roll" condition to meet any emergency situation instantly.

11. The Crew Chief shall insure that reading material, letter writing gear, radios, and tape players are not carried or used while on the Runway Alert position.

2009. STANDBY ALERT. At all times during flight operations, a standby alert shall be maintained. This alert will consist of additional ARFF vehicles and support equipment. This alert must be maintained in a state of readiness that will permit response to an emergency within 3 minutes from its standby position. The purpose of the standby alert is to supplement the runway alert in meeting minimum response requirements and provide firefighting capability required to minimize danger to flight personnel. The standby alert is under the control of the Section Leader.

2010. ADMINISTRATION SECTION. The administrative section is under the supervision of the ARFF Division's NCOIC and is responsible for:

1. Preparing all outgoing correspondence from the ARFF Division.
2. Maintaining close liaison with the Headquarters and Headquarters Squadron, S-1 through the Operations Office, on matters pertaining to duty assignments, leave, discipline, inspections, and other areas that affect the status of assigned individuals.
3. Maintaining an up-to-date and complete bulletin board of pertinent Squadron and Air Station directives.

4. Typing all administrative reports.
5. Maintaining current personnel data sheets on all assigned personnel.
6. Handling distribution of paperwork and guard mail.
7. Monitoring the use of all administrative office equipment.

2011. TRAINING NCO. The ARFF Training NCO performs required duties within the framework of the Training Section. The ARFF Training NCO will:

1. Schedule the training of individuals and crews to obtain a continuously increasing degree of performance in technical qualification as ARFF Specialists (MOS 7051).
2. Ensure that technical training is comparable with standard accepted procedures for ARFF Operations. All phases of the following areas will be covered: rescue and first aid procedures, fires (firefighting drills will be conducted only when the wind is blowing so as not to carry the smoke to the runway and in no case will they be conducted during an emergency on the runway), use of all pertinent types of extinguishing agents, safe driving techniques, and aircraft familiarization.
3. Develop procedures for the use of new or unique equipment assigned to the ARFF division, and conduct the training necessary for the indoctrination of all ARFF personnel.
4. Be thoroughly familiar with the ARFF area of responsibility at MCAS, Cherry Point (roads, access routes, hazards, etc.), to a distance of a 20-mile radius of MCAS, Cherry Point. Ensure that the Section Leaders have current knowledge of these conditions to the extent necessary for them to handle off-station emergency situations.
5. Conduct military training as required and report the accomplishments of such training to Headquarters and Headquarters Squadron, S-3.
6. Log and record all training accomplished by the ARFF Division and maintain current records on individuals receiving training.

7. Maintain liaison with the Station Fire Chief in regard to a cross-training program.

8. In scheduling the training of ARFF Specialists in the various phases of ARFF, the Training NCO will place particular emphasis on those personnel requirements as outlined in the MOS Manual and reference (b).

9. Be responsible for establishing and maintaining a driver's education program as outlined below. Furthermore, the Training NCO will:

- a. Maintain all technical publications and update all changes.
- b. Ensure that all personnel endeavor to qualify for a government driver's permit.
- c. Ensure that the Section Leaders assign one well-qualified NCO to conduct driver's training.
- d. Ensure that tests, oral and written, are used as a final examination upon completion of all driver's training.
- e. Ensure that each Marine has a current emergency driver's physical and complies with the respiratory protection program.

2012. TRUCKMASTER. The ARFF Truckmaster's primary responsibility is the direct liaison between the ARFF Division and Motor Transport. The ARFF Truckmaster's position shall be assigned as a primary assignment and is responsible to the ARFF NCOIC. The Truckmaster shall:

1. Maintain adequate ARFF vehicles in a condition of operational readiness as required by reference (b).
2. Notify the NCOIC and ARFF Officer when the vehicle status drops below the minimum as required by reference (b).
3. Supervise the daily servicing and inspection of all operational vehicles and the repair of all specialized equipment. This includes the continuous liaison with the Motor Transport Division to ensure preventive maintenance of equipment is accomplished in accordance with existing directives.

4. Personally accompany ARFF vehicles with major or peculiar discrepancies to the Motor Transport Division and furnish the maintenance inspector with a detailed report of the discrepancy. The ARFF Officer will be informed of action taken by the Motor Transport Division in each instance including out-of-service time, cost of repair, and availability of a substitute vehicle.
5. Review vehicle check sheet daily and initiate action to correct discrepancies in accordance with established procedures.
6. Maintain a log on all mobile equipment assigned to the Sub-Pool and note all preventive maintenance and repairs performed, the date/time of delivery to other controlling agencies, and the date/time of return to ARFF's custody. This will be accomplished by utilizing an Equipment Repair Order (ERO).
7. Ensure that the ARFF Officer or the NCOIC are informed daily, prior to 0800, of the availability of all ARFF vehicles in order that the Crash Fire protection requirements, as set forth in reference (b), are complied with.
8. Conduct all road tests on ARFF vehicles for personnel upgrading their licenses.
9. Maintain accountability for all tools, supplies, and equipment assigned to the Truckmaster's Section.

2013. MATERIAL NCO. The ARFF Material NCO is responsible to the ARFF Officer and NCOIC. The ARFF Material NCO shall be proficient in material and supply procedures to the extent of being able to carry out those duties and responsibilities of a supply clerk including:

1. Being familiar with MILSTRIP/MILSTRAP procedures.
2. Requisitioning the supplies and materials required for proper support of the ARFF Division and making distribution as required.
3. Maintaining close liaison with Fiscal Section of the Director of Supply, to ensure that funds are expended without exceeding the budget allowance.
4. Submitting Forms DD-1348 (6pt), or DD-1348-6 to the ARFF Officer when ordering supplies for initial approval.
5. Maintaining a running account of funds expended, description of items ordered, quantity, purpose, and estimated cost.

6. Making recommendations to the ARFF Officer concerning the composition of the budget for each quarter and fiscal year.
7. Maintaining close liaison with the Marine Corps Property Section and the Technical Library of the Naval Supply Department to help expedite the requisition of needed supplies.
8. Maintain the Consolidated Memorandum Receipt (CMR) by conducting Quarterly inventory to ensure on hand allowance matches allowances and reconciling with the Station Property Officer.
9. Ensuring that a constant supply of nitrogen is always on hand for use as a propellant for dry chemical and recharging Halon 1211 extinguishers. Additionally, maintaining an adequate supply of breathing air.
10. Maintaining an adequate supply of protective clothing at all times. Protective clothing that has been damaged will be turned into Defense Reutilization and Marketing Office, utilizing Form DD-1348-1.
11. Maintaining an adequate supply of extinguishing agents, ARFF clothing, tools, and equipment as required by reference (b).
12. When new personnel check in for duty, the Materiel NCO will make out custody cards, noting all items issued to individuals during their tour of duty. This will include protective clothing, work gloves, etc. All accountable items will be recovered by the Materiel NCO prior to the individual's termination of duty with the ARFF Division.
13. Maintaining up-to-date custody cards on all accountable items issued or on loan to ARFF from other departments (e. g., Special Services equipment, and binoculars).

SOP ARFF, MCASCPNC

CHAPTER 3

STRUCTURAL FIRE ALARMS

	<u>PARAGRAPH</u>	<u>PAGE</u>
RESPONSE TO STRUCTURAL FIRES	3001	3-3
RESPONSE BY SECTION LEADER	3002	3-3
SUPERVISION	3003	3-3
USE OF RED LIGHT AND SIREN	3004	3-4
SUPPORT DURING AN EMERGENCY SITUATION	3005	3-4
RESPONSIBILITY	3006	3-4

SOP ARFF, MCASCPNC

CHAPTER 3

STRUCTURAL FIRE ALARMS

3001. RESPONSE TO STRUCTURAL FIRES. Upon notification of a structural fire, the dispatcher shall take the following action:

1. Dispatch one ARFF vehicle, CP-39, with a full crew to designated fire tape box number. The remaining section will stand by on their trucks until relieved by Section Leader. ARFF vehicles shall not respond to dumpster fires. Appendix B lists the structural alarm response requirements for CFR Division.
2. Equipment responding to Structural Alarms should make maximum use of the airfield in responding after ensuring that the Control Tower is notified and that clearance has been given prior to crossing runways.
3. If a Structural Alarm is received from a refueling area or flight line, all crash equipment, except the alert position, shall respond by the most direct route, and the Operations Duty Officer shall be notified.

3002. RESPONSE BY SECTION LEADER. The Section Leader or designated Assistant (not both) should respond in the command vehicle, proceed to the scene of the fire/alarm, report to the Fire Chief or the Fire Captain on duty for instructions, and give whatever assistance is necessary.

3003. SUPERVISION. The ARFF personnel responding to structural fires will be under the supervision of the Fire Chief or designated representative. In the event they arrive first at the scene, the Section Leader or Senior Firefighter will give the necessary instructions to rescue personnel and extinguish the fire. When the Structural Fire Department arrives, the Section Leader will report to the Fire Chief the action taken and await further instructions.

3004. USE OF RED LIGHTS AND SIREN. 'When ARFF vehicles travel through congested areas, the red light and siren will be used. The vehicle shall not be operated at a rate of speed too great for the existing conditions and the driver must ensure that the vehicle is under control at all times. Care must be taken in any congested areas, at all intersections, alleyways, and in public quarter's areas to ensure that no accident occurs through carelessness or neglect. The red light and siren allow a priority over other traffic, but in no way guarantees right of way. Necessary precautions to avoid an accident must be taken and the vehicle shall maintain a safe speed at all times.

3005. SUPPORT DURING AN EMERGENCY SITUATION. Mutual support is intended to furnish assistance between the ARFF and the Station Structural Fire Divisions only in emergency situations whenever mutual support would be in the best interest of this Command and IS NOT intended as a merger of the two divisions. To effectively utilize the expertise and experience of both groups, the ARFF Officer and the Station Fire Chief each will act as a technical advisor to the other upon request.

3006. RESPONSIBILITY. The ARFF Officer has control and operational command of firefighting operations involving aircraft, except when the aircraft is located inside a structure or a building. In the latter case, the Station Fire Chief shall have control and operational command at the scene.

SOP ARFF, MCASCPNC

CHAPTER 4

COMMUNICATIONS

	<u>PARAGRAPH</u>	<u>PAGE</u>
WIRE COMMUNICATIONS	4001	4-3
AIRCRAFT RESCUE FIREFIGHTING RADIO NETWORK.	4002	4-4
RADIO PROCEDURES	4003	4-5
RADIO MALFUNCTIONS	4004	4-5
NET CONTROL	4005	4-5

SOP ARFF, MCASCPNC

CHAPTER 4

COMMUNICATIONS

4001. WIRE COMMUNICATIONS

1. Primary. In addition to the radio equipment, a direct wire communication system shall be utilized as the primary means of communication of an aircraft crash or pending emergency. This system is installed at the following locations:

- a. Air Traffic Control Tower
- b. ARFF Dispatch Tower
- c. Structural Fire Department
- d. Operations Duty Officer's Office
- e. Naval Hospital Emergency Room
- f. Provost Marshal's Office
- g. SAR Office
- h. Weather Office
- i. EOD

2. Secondary. The Public Address (PA) System is designated as the secondary means of notification for aircraft crashes or emergencies and shall be activated simultaneously with the primary system. The following locations are equipped with the PA System:

- a. ARFF Building and surrounding area
- b. SAR
- c. Building 199 (Operations)

4002. AIRCRAFT RESCUE FIREFIGHTING RADIO NETWORK. The radio frequency 140.1 MHz is a universal frequency for specific use of the ARFF Division. This network is for emergency communications and is not to be used for industrial purposes. The radio frequency 140.025 MHz (Channel 2) is for use during an emergency. The following fixed and mobile transceivers are authorized:

<u>CALL SIGN</u>	<u>TYPE OF EQUIPMENT</u>	<u>SECTION/LOCATION</u>
Cherry Point Ground Control	Tower	Operations
Cherry Point 1	NKT	Operations
Cherry Point 2	ARFF Dispatch	ARFF
Cherry Point 6	Crew Cab PU	Recovery
Cherry Point 9	PU	Field Maint
Cherry Point 19	PU	Crash Photo
Cherry Point 31	Stake Truck	Recovery/ARFF
Cherry Point 33	33 Utility Truck	ARFF
Cherry Point 35	Stake Truck	ARFF
Cherry Point 37	Passenger Van	ARFF
Cherry Point 38	Water Tanker	ARFF
Cherry Point 39	P-10 Section Leader	ARFF
Cherry Point 40	PU Crash Officer	ARFF
Cherry Point 41	P-19 (wing)	ARFF
Cherry Point 42	P-19 (wing)	ARFF
Cherry Point 43	P-19 (wing)	ARFF
Cherry Point 44	P-19 (wing)	ARFF
Cherry Point 50	P-19	ARFF
Cherry Point 51	P-19	ARFF
Cherry Point 52	P-19	ARFF
Cherry Point 53	P-19	ARFF
Cherry Point 54	P-19	ARFF
Cherry Point 55	P-19	ARFF
Cherry Point 56	P-19	ARFF
Cherry Point 57	P-19	ARFF
Cherry Point 58	P-19	ARFF
Cherry Point 59	P-19	ARFF
Cherry Point 65	PU	ATC Maintenance
Cherry Point 66	PU	ATC Maintenance
Cherry Point 67	PU	ATC Maintenance
Cherry Point 68	PU	ATC Maintenance
Cherry Point 69	PU	199 EOD
Cherry Point 69A	PU	199 EOD
Cherry Point 69B	PU	199 EOD
Cherry Point 71	PU	199
Cherry Point 80	PU	Fire Department
Cherry Point 81	Van	Fire Chief
Cherry Point 90/EMS1	Ambulance	Naval Hospital

4003. RADIO PROCEDURES. Common courtesy is a vital factor in radio communications in order that a smooth flow of radio traffic can be maintained. The following instructions apply to personnel using radios:

1. Make transmissions clear and to the point.
2. Do not interrupt other transmissions, wait until frequency is clear before making transmission.
3. Keep radio transmissions to a minimum during emergencies.
4. Monitor radio at all times when operating on the runway alert position, flight line, or responding to an emergency or crash.
5. Use of radio for conducting personal business is strictly prohibited.
6. Use of offensive language, or unauthorized use of the radio for amusement is strictly prohibited.

4004. RADIO MALFUNCTIONS. The Ground Electronics Maintenance Branch will conduct preventive maintenance on all radios on a scheduled basis. ARFF personnel shall not make any adjustments on the FM radio and shall ensure that water does not come in contact with the receiver, transmitters, or junction boxes during vehicle washing. The ARFF Truckmaster will maintain liaison with the Ground Electronics Branch.

4005. NET CONTROL. The command vehicle on the airfield is the designated network control for all emergency communications during standbys, emergencies, and crashes. The senior person aboard the command vehicle will monitor the radio traffic and keep unauthorized stations off the air during emergencies or when in a standby status.

SOP ARFF, MCASCPNC

CHAPTER 5

PROCEDURES FOR HAZARDOUS CARGO AND MEDICAL EVACUATION

	<u>PARAGRAPH</u>	<u>PAGE</u>
PROCEDURES FOR HAZARDOUS CARGO.....	5001	5-3
PROCEDURES FOR MEDICAL EVACUATION (MEDEVAC).....	5002	5-3

SOP ARFF, MCASCPNC

CHAPTER 5

PROCEDURES FOR HAZARDOUS CARGO AND MEDICAL EVACUATION

5001. PROCEDURES FOR HAZARDOUS CARGO. In the event of an aircraft landing with hazardous cargo aboard, the duty Section Leader will take the following action:

1. Verify through the Air Traffic Control Tower what category the cargo is in and obtain all other pertinent information.
2. Designate one ARFF vehicle crew to observe the aircraft in the rollout phase of landing. In the event the aircraft declares an emergency, the duty Section Leader will deploy all available ARFF equipment to provide maximum fire protection for the particular emergency.
3. The ARFF vehicle crew designated to observe rollout of the aircraft is to be located at the landing or unloading site. The ARFF vehicle will remain with the aircraft maintaining a distance of 200 feet at all times until secured by proper authority or until the aircraft departs MCAS, Cherry Point.
4. In case of a fire all ARFF vehicles shall vacate to a safe area around the aircraft with hazardous cargo as soon as the fire has been secured.

5002. PROCEDURES FOR MEDICAL EVACUATION (MEDEVAC). The following procedures shall be observed during the landing, take-off, taxiing, refueling, and loading/unloading of all aircraft with litter patients aboard.

1. Prior to loading litter patients in the parking area, a ARFF vehicle shall be positioned by the aircraft. When the aircraft is taxiing out to take-off, the truck will follow the aircraft to the warm-up position and then standby until the aircraft has departed.
2. A minimum of one ARFF vehicle, fully manned, will be dispatched to ARFF protection during normal take-off and landing.
 - a. During taxiing and take-off the ARFF vehicle should follow the aircraft at a safe distance and continue to follow the aircraft until it departs the runway.
 - b. During landings and takeoffs, the runway alert crew shall be in a full alert status.

c. During landings the ARFF vehicle shall proceed to the rollout end of the runway and standby until the aircraft rolls-out.

d. The CFR vehicle shall follow the aircraft to the parking area and spot as to best cover the aircraft cargo doors.

e. Whenever possible the aircraft will be spotted with the exit on the upwind side of the ARFF vehicle facing this exit with the wind coming from the rear or side of the ARFF vehicle as practical.

f. One rescue person with a portable extinguisher shall be posted at the base of the boarding ladder.

g. During refueling operations when litter patients cannot be removed, the position of the ARFF vehicle will be altered, as required, to ensure that it is between the refueling truck and the cargo door.

3. Prior to and during refueling operations on a MEDEVAC aircraft the following procedures will be observed:

a. All grounding devices must be properly connected.

b. Necessary ramps will be in position so that removal of litter patients may be effected more expediently is needed.

c. A corpsman will be in attendance at the aircraft to assist in the removal of the patients and render necessary medical aid if needed.

d. No switch or electrical circuit shall be activated during the actual refueling process. This does not prohibit the aircraft's master switch remaining in operation during the refueling, if required.

e. When the refueling is completed, and before the auxiliary power unit or engine is started, the aircraft will be thoroughly ventilated.

SOP ARFF, MCASCPNC

CHAPTER 6

ARFF VEHICLE TRAFFIC ON THE FIELD

	<u>PARAGRAPH</u>	<u>PAGE</u>
HARD SURFACE AREA	6001	6-3
CLEARANCE FOR APPROACHING AIRCRAFT	6002	6-3
CROSSING RUNWAYS	6003	6-3
PROCEDURES FOR DRIVING ON RUNWAYS	6004	6-3

SOP ARFF, MCASCPNC

CHAPTER 6

ARFF VEHICLE TRAFFIC ON THE FIELD

6001. HARD SURFACE AREA. ARFF vehicles should be kept on the hard surface areas at all times. Care will be taken when responding to an emergency occurring off of the hard surface areas. Driving off of the hard surface areas will be performed only when necessary.

6002. CLEARANCE FOR APPROACHING AIRCRAFT. When clearing a taxiway or runway for approaching aircraft, the nearest taxiway or warm-up area should be used. In cases where a prolonged exit would cause a collision, exit over a grass or dirt area is authorized.

6003. CROSSING RUNWAYS. Runway crossing should normally be made across the hardstand areas so as to avoid tracking debris onto the runway surface. Radio clearance from the Control Tower shall be obtained prior to crossing any runways except when directly made by the driver to avoid pulling the vehicle into the path of an approaching aircraft. The safety of the vehicle and the crew is the responsibility of the driver.

6004. PROCEDURES FOR DRIVING ON RUNWAYS. When a ARFF vehicle is on the runway, extreme caution must be used keeping in mind that aircraft have the right of way. The following additional precautions shall be exercised: Non-emergency driving condition speed limit on the airfield is 15-25 MPH and around aircraft 5MPH or less.

1. Headlights shall be used while driving on the runway or taxiway during the hours of darkness. When vehicle headlights might possibly interfere with a pilot's vision, the parking lights will be used. Care must be exercised at all times to prevent the blinding of the pilot of a moving aircraft with headlights.

2. When enroute to an actual emergency, headlights shall be on at all times during darkness. High or low beams may be used at the driver's discretion.

3. Speeding, erratic driving behavior, or any other practices that may cause damage to equipment or injury to personnel is strictly prohibited. When responding to an emergency, a quick arrival is important; but safety is paramount and the driver will maintain control at all times.

4. The driver shall not overtake or attempt to pass any taxiing aircraft. A minimum distance of 50 feet to the rear end on the left of the aircraft shall be maintained.
5. The driver shall be aware of jet blast danger when aircraft are parking and shall assume a position for approach at a 45-degree angle from the nose or the tail depending upon the type of aircraft.

SOP ARFF, MCASCPNC

CHAPTER 7

PROCEDURES FOR EMERGENCIES

	<u>PARAGRAPH</u>	<u>PAGE</u>
OFF-STATION EMERGENCIES	7001	7-3
ON-STATION EMERGENCIES	7002	7-4
COOLING PROCEDURE FOR OVERHEATED WHEELS, BRAKES AND TIRES	7003	7-5
EMERGENCY AIRCRAFT ARRESTMENT	7004	7-6

SOP ARFF, MCASCPNC

CHAPTER 7

PROCEDURES FOR EMERGENCIES

7001. OFF-STATION EMERGENCIES

1. Response to Off-Station Crashes. Responses to off-station crashes are made with objective in mind that the rescue attempt is never hopeless and all efforts and agents required are devoted to the rescue. Reference (e) provides further guidance for mishaps.

2. Notification. When notification of an off-station crash is received over the PA/Crash Net System, reference should be made to the off station grid map and the exact location of the aircraft should be clearly marked. This ensures that all personnel concerned are able to locate the crashed aircraft expeditiously.

3. Procedures

a. If a crash occurs within a 20-mile radius of the airfield or within the area designated by the station authorities, a designated crew with equipment shall respond immediately when notified of the location and shall not wait for vehicles from other departments or security personnel. The below listed equipment should be ready for immediate response to off-station crashes with off-station locator maps :

(1) One command vehicle

(2) One major ARFF vehicle

(3) One ambulance with duty corpsman and duty photographer.

b. In the event of a crash outside of the perimeter road or fence, additional equipment may be dispatched as needed.

c. Cherry Point 40 should normally be the command vehicle for off-station crashes and shall use the radio as the primary means of communication with the SAR helicopter for guidance to the scene of the crash.

4. Supervision. The ARFF OIC, NCOIC, or in their absence, the Senior ARFF Crew member shall be responsible for control and command of the firefighting and rescue efforts at the immediate scene of the accident, in accordance with the reference (b).

7002. ON-STATION EMERGENCIES1. Normal Alert Position

a. At all times when flying is in progress, this position should be manned with a major ARFF vehicle. This position is located adjacent to the Center-Mat at the rollout end of the landing runway. The runway alert position (Hotspot), shall be in a continuous state of readiness for immediate response. The alert crew shall:

(1) Respond to all emergencies within the runway area that they observe. In the event of a blown tire, E-28 engagement, aircraft off the runway, or any other visual emergency, the alert crew will respond immediately.

(2) When responding to an emergency, alert position drivers should use the shoulder of the runway until permission is granted by the Air Traffic Control Tower to cross the runway.

(3) Alert position drivers shall immediately notify the ARFF Dispatcher of the reason for responding.

(4) One inboard standby crew shall move to the runway alert position and provide ARFF protection for the airfield until the regular crew returns to its position. The Dispatch will notify the Air Traffic Control Tower that the alert position is not manned and that the inboard crew has been ordered to that position.

b. The runway alert crew upon observing an aircraft passing its position after dark with no lights, shall report the fact immediately to the Air Traffic Control Tower via radio.

c. The ARFF Dispatcher shall log all reports of safety hazards that pertain to Aircraft, ground vehicles, and personnel; showing the time, type of hazard, and location. All such logs book entries shall be made in red ink and reported to the section leader and ODO.

2. Position and Procedures for Alert in Anticipation of an Emeraency Landing:

a. For all emergencies, all inboard ARFF vehicles shall respond to the designated emergency positions as directed by the Section Leader. At least one ARFF vehicle will take up position at the head , midfield, or rollout positions on the airfield.

b. Permission to follow an aircraft down the duty runway shall be obtained from the Air Traffic Control Tower by the command vehicle. When an aircraft has actually crashed or is on fire, a visual check shall be made prior to proceeding onto the runway.

c. In case of a hydraulic failure or when the pilot reports an "Unsafe Landing Gear Indication," the aircraft shall stop at the roll-out end of the runway and landing gear pins/downlocks, should be installed by ARFF personnel prior to releasing the aircraft to taxi back to the flight line.

d. When the emergency reported is "Smoke or fumes in the Cockpit," the aircraft will be stopped at the turn-off point. The pilot should be checked for asphyxia. If the pilot is found to be physically fit, the aircraft will be pinned and then be allowed to taxi to the parking area.

e. One ARFF vehicle should escort the emergency aircraft back to its flight line and stay with the aircraft until the engine is shut down and chocks are in place, before returning to the ready line.

7003. COOLING PROCEDURE FOR OVERHEATED WHEELS, BRAKES, AND TIRES

1. Overheated Brakes and Tires. Any situation involving excessive braking action, such as an aborted take-off, dragging brakes, or successive full-stop landings can result in overheated brakes and tires.

2. Tire Inflation. Excessive heat increases the inflation pressure of the tires and decreases the strength of wheels and tires resulting in possible failures and/or explosion.

3. Cooling Procedures. The best means recommended for cooling overheated wheels, brakes, and tire assemblies is to park the aircraft in an isolated area and allow the assembly to cool in ambient air for a period of 45 to 60 minutes. Portable wheel fans should be used for cooling purposes whenever possible.

4. Caution. Water fog is used as an emergency measure only when it is necessary to move the aircraft immediately. Extreme caution shall be exercised when using this method as the rapid rate of contraction and expansion may cause material failure of the wheel and in turn cause an explosion. ARFF personnel shall be in line with the vertical

axis of the wheel, directly in front of or behind the wheel when using water fog. A hot wheel will never be approached from the side; it must always be approached from the front or rear along the longitudinal axis of the aircraft.

7004. EMERGENCY AIRCRAFT ARRESTMENT

1. Arrested Landing. Upon being notified that an aircraft has declared an emergency and that the pilot is to make an arrested landing, the Section Leader will:

a. Station one ARFF vehicle with a full crew 1500 feet from the arresting gear, but well clear of the runway.

b. After the aircraft has made an arrestment, immediately give the pilot a "Hold Brakes" signal and expeditiously determine whether or not the aircraft can taxi.

c. Downlock/pin the aircraft and give the pilot a "Cut Engine" signal if, in the Section Leader's opinion, the aircraft should not be taxied. Air Traffic Control Tower has to be notified when an aircraft is shut down on the runway.

d. Ensure that a tow vehicle from the aircraft's squadron or VAL is standing by on the parking ramp in the event the aircraft is shut down on the runway.

2. Objective. The objective is to clear the runway as expeditiously as possible especially during periods of high-density aircraft traffic. Rapid and safe actions on the part of the Duty Section are required in order to remove the aircraft as soon as possible. When checking the aircraft, rescue-men should look for:

a. Nose gear steering mechanism failure.

b. Excessive hydraulic fluid leakage.

c. Blown tires or tires with low air pressure.

d. Damage to aircraft landing gear or fuselage from arresting gear cables.

NOTE: When practical, always install landing gear pins or downlocks prior to cutting off aircraft engine and moving aircraft from runway or taxiway.

SOP ARFF, MCASCPNC

CHAPTER 8

SAFETY REGULATIONS FOR TRAINING AREA

	<u>PARAGRAPH</u>	<u>PAGE</u>
SAFETY PROCEDURES	8001	8-3

SOP ARFF, MCASCPNC

CHAPTER 8

SAFETY REGULATIONS FOR TRAINING AREA

8001. SAFETY PROCEDURES. Portions of runway 28 are designated as the ARFF Division's training area. The following safety precautions shall be enforced when using this area for training or handling fuel:

1. The activities listed in paragraph 2006.17 shall be notified of all scheduled training periods or fires involving those areas.
2. There shall be a standby ARFF vehicle for all training periods.
3. Smoking shall be prohibited except in designated areas.
4. When pumping fuel of any kind in the fire pit, ensure that all preventive measures have been taken to eliminate static electricity and sparking.
5. Personnel handling fuel or spilling fuel shall be in full firefighting gear.
6. Fuel shall be spilled from the upwind position only.
7. The ARFF Section Leader shall ensure that the fire area is washed down and cooled prior to pumping additional fuel in the area.
8. After all fires, the ARFF Section Leader shall ensure that the fire area is washed down and cooled prior to pumping additional fuel in the area.
9. Fuel shall not be ignited until the ARFF Section Leader is assured that all personnel and equipment are clear of the fire area.
10. Fuel fires shall be ignited by a torch. The torch man shall be in full firefighting gear.
11. The Training area shall not be used at any time without the prior consent of the OIC or NCOIC.

SOP ARFF, MCASCPNC

CHAPTER 9

RESPIRATORY PROTECTION PROGRAM

	<u>PARAGRAPH</u>	<u>PAGE</u>
MANAGER RESPIRATORY PROTECTION PROGRAM	9001	9-3
ACTIVITY CENTRAL CONTROL POINT	9002	9-3
RESPONSIBILITY OF THE CFR DIVISION	9003	9-4
PERSONAL RESPONSIBILITY IN THE RESPIRATORY PROTECTION PROGRAM	9004	9-5

SOP ARFF, MCASCPNC

CHAPTER 9

RESPIRATORY PROTECTION PROGRAM

9001. MANAGER RESPIRATORY PROTECTION PROGRAM

1. The ARFF Material NCO is assigned the additional responsibility of Manager for the Respiratory Protection Program.
2. The Manager of the Respiratory Protection Program is required to ensure that all provisions of the program are followed to ensure the program will benefit all personnel who use respiratory protection.

9002. ACTIVITY CENTRAL CONTROL POINT

1. The ARFF Materiel Section shall be the Activity Central Control Point for the respiratory protection program. The Activity Central Control Point will conduct selection, issue, and maintenance of the respiratory protection equipment.
2. Selection of proper respiratory protection devices, on the basis of the hazards to be encountered, is of prime concern. At least annually, to prevent injury, illness, or death, a knowledgeable person from the Station Safety and Standardization Office or Naval Hospital should determine if the correct respiratory protection is being used and to ensure that it is selected in accordance with reference (h) and certified by the National Institute of Occupational Safety and Health.
3. The ARFF Material NCO shall maintain an accurate, up to date log on the status, location, and maintenance performed on all respirators, The ARFF Materiel NCO will also ensure that all respiratory protection equipment is maintained in a safe, clean, and ready to use condition.
4. The ARFF Materiel NCO shall have all respiratory protection equipment requiring repair turned in to the proper agency. The ARFF Materiel NCO shall also ensure that only qualified persons (Manufacturer Certified) perform maintenance on respiratory equipment When any maintenance is to be performed on the Self Contained Breathing Apparatus (SCBA) pressure reducers, the ARFF Materiel NCO shall have it forwarded to the manufacturer for calibration.

5. The ARFF Materiel NCO shall hold a monthly inspection of all respiratory protection devices. This inspection should include, but will not be limited to the following:

- a. Headbands, for damage elasticity.
- b. Facepieces for damages, distortion, or vision impairment and rubber for liability, dry rot, cracking or tears.
- c. Inhalation and exhalation valves for condition of rubber, distortion, or leakage.
- d. Cylinder fully charged and regulator warning devices for proper functioning.
- e. See Appendix C, Monthly Check Sheet for respirators.

6. The ARFF Materiel NCO shall require and ensure that all air used to replenish Self Contained Breathing Apparatus (SCBA) meets Federal clean air standards.

7. Ensure air samples are taken every 60 days and tested at the Occupational Health Department.

9003. RESPONSIBILITY OF THE ARFF DIVISION

1. The ARFF Training NCO will implement a training program, which shall include all respiratory protection which personnel may use during their tour of duty with the ARFF Division. The training program shall include use, cleaning and a hands-on practical session for each type of respiratory protection equipment maintained by ARFF.

2. The ARFF Training NCO shall schedule all personnel who use a respiratory protection device, even on a limited basis, to receive a Pulmonary Function Test, which will be provided by the Occupational Health Department, Naval Hospital. This test is to ensure that all personnel are physically able to perform the work required and to use the equipment without endangering themselves.

3. After personnel complete and pass the Pulmonary Function Test, they will be issued a Respiratory Equipment Certification Card. The Program Manager should ensure completion of all requirements on the card. The ARFF Training NCO shall ensure that training conducted on Respiratory Protection equipment is documented and recorded on the individual's card and training folder.

4. Personnel who fail the Pulmonary Function Test should be evaluated further to determine if their deficiency can be corrected or if they should be removed from the ARFF career field.

9004. PERSONAL RESPONSIBILITY IN THE RESPIRATORY PROTECTION PROGRAM

1. The Section Leader shall ensure that proper respiratory protective equipment is used when personnel encounter respiratory hazards (i.e. dust, fog, fumes, gasses, smoke, sprays or vapors).

2. Personnel shall don respiratory protection equipment during any emergency or situation where respiratory hazards may be encountered.

3. All respiratory protection equipment shall be inspected prior to each use and on a daily basis to ensure that the equipment is free of all defects, clean and in a ready to use condition. All defective air-packs will be returned to ARFF Materiel for service/replacement.

4. Personnel will clean and disinfect all respiratory protection equipment after each use and at least once a month. Commercial cleaners and disinfectants or the following methods may be used to clean and disinfect respirators:

a. Clean face mask inside and out with mild soap and water.

b. Rinse in fresh tap water

c. Disinfect by immersing the face mask in a disinfectant solution for 2 minutes. A disinfectant solution may be prepared by adding a capful of laundry bleach to a gallon of water.

5. The Section Leader shall ensure that all personnel receive adequate instruction in the use of the respiratory protection equipment they may use. The Section Leader shall also ensure that they know all features of the unit and are knowledgeable in inspection, cleaning, and its safe use. Additionally, the Section Leader will not permit personnel who do not meet these standards to use the equipment.

6. All SCBA shall be stored in such manner so that it will not come in contact with excessive heat, direct sunlight or harmful chemicals. The SCBA should be kept either in the cab of the ARFF vehicle or in their storage box. At no time will a SCBA be stored on top or outside of the vehicle. All face pieces shall be kept in plastic to prevent damage and in a clean condition.

SOP ARFF. MCASCPNC

CHAPTER 10

HAZARDOUS MATERIAL/HAZARDOUS WASTE PROGRAM
RESPONSIBILITIES AND DUTIES

	<u>PARAGRAPH</u>	<u>PAGE</u>
HAZARDOUS WASTE COORDINATOR (HWC) AND ASSISTANT HAZARDOUS WASTE COORDINATOR (AHC)	10001	10-3
ARFF DUTY SECTION LEADER	10002	10-4
ARFF MATERIAL SECTION NCO	10003	10-4
ARFF TRAINING SECTION NCO	10004	10-5
ARFF ADMINISTRATION SECTION NCO	10005	10-5
ARFF DISPATCHER	10006	10-5
WASTE MANAGEMENT PLAN	10007	10-6
SPILL PREVENTION AND CONTROL	10008	10-6
REPORTING. CONTAINMENT AND CLEAN UP	10009	10-7

SOP ARFF, MCASCPNC

CHAPTER 10

HAZARDOUS MATERIAL/HAZARDOUS WASTE PROGRAM
RESPONSIBILITIES AND DUTIES

10001. HAZARDOUS WASTE COORDINATOR (HWC) AND ASSISTANT HAZARDOUS WASTE COORDINATOR (AHC). The Aircraft Rescue Firefighting Officer is considered the Division's Hazardous Waste Coordinator (HWC) and is responsible to the Chain of Command for the Division's adherence to, and enforcement of the Commanding General's directives and policies concerning HW/HM. The ARFF Officer may appoint a mature, competent NCO to act as the Division's AHC for liaison with the Natural Resources and Environmental Affairs Department (EAD). The AHC duties include, but are not limited to the proper handling, storage, and disposal of hazardous waste/hazardous materials (HW/HM) that are received, stored, and used by the ARFF Division, Recovery Division, and Transient Services. He shall keep the OIC/NCOIC advised on policies, guidelines, directives and problems relating to HW/HM. He shall maintain close liaison with EAD personnel on matters relating to HW/HM, and will assist NREA by identifying fuel spills aboard the airfield and supervising their clean up. The ARFF AHC will be guided in his duties by OSHA, EPA and North Carolina laws and regulations pertaining to HW/HM. Other responsibilities of the ARFF AHC are listed below.

1. The ARFF AHC shall conduct, or ensure the conduct of a daily inspection of the ARFF Divisions hazardous waste area (Bldg 3974). Special attention will be directed toward evidence of leaks; leaking verification of these inspections will include the following: (A) DATE, (B) TIME, (C) INSPECTOR, (D) OBSERVATIONS/REPAIRS. Weekly inspections shall be conducted by the ARFF AHC utilizing an inspection sheet.
2. The ARFF AHC shall conduct or ensure the conduct of a daily inspection of the ARFF training area. The fuel separator, training pit, fuel tanker, and ground will be inspected to ensure that there is no danger of overflow. The water level in the fuel separator and fuel tank must also be checked. The training pit must be checked and when full it must be drained into the separator. Facilities Maintenance must drain the fuel tank water, upon request from the ARFF AHC.
3. The ARFF AHC is responsible for ensuring that there is enough fuel in the training area fuel tanker for training fires.

4. The ARFF AHWC will prepare a semi-annual report to the EAD (Environmental Affairs Department) of all HW/HM personnel in the Aircraft Rescue Firefighting and Aircraft Recovery Division. This report will be prepared for the OIC's signature.
5. The ARFF AHWC shall ensure that the training required is conducted by qualified HW/HM personnel. He/She shall also maintain required training records, with the assistance of the Training NCO.
6. Each time a unit reports a fuel spill or other HW/HM incident, the ARFF AHWC must remain on the scene until such time as the incident is properly cleaned up. EAD must be notified of each incident and a report on the incident shall be submitted to the ARFF OIC.

10002. DUTY SECTION LEADER. The ARFF Duty Section Leader shall enforce the policies and procedures for ARFF HW/HM as outlined in paragraph 10001, when the ARFF AHWC is not available. The Section Leader will assume all responsibilities as ARFF AHWC after 1600 on normal work days, on weekends, and holidays.

1. The Section Leader shall ensure all reported or discovered fuel spills and other HW/HM incidents are cleaned up properly.
2. The Section Leader shall ensure that required phone calls and/or recalls are made in the event any amount of fuel or other HW/HM substance runs into airfield drains, or the incident is beyond the ARFF Division's capabilities to clean up. The Section Leader will need to do this only when the ARFF AHWC, Fire Department Spill Team, and EAD are notified of all incidents that are beyond this Division's capabilities to contain or clean up.
3. The Section Leader shall assign personnel from his/her section to assist the ARFF AHWC in the disposal of hazardous waste and daily inspections of building 3974.

10003. ARFF MATERIAL SECTION NCO. The Material Section NCO shall keep a current inventory of all HW/HM maintained at the ARFF and Recovery Divisions. This inventory will be retained at the Material Section as part of the Division's HW/HM Operating File. The inventory shall be consistent with the activity HW/HM/POL inventory sheet required, and will be submitted semi-annually (April/October) to EAD via the Chain of Command.

1. Disposal of all HW/HM is the responsibility of the Material Section and will be supervised by a Marine from the Material Section who has been trained in HW/HM disposal procedures. This includes transportation of the HW/HM to the Defense Reutilization and Marketing Office (DRMO).

2. The Material Section is responsible for obtaining Safety Data Sheets from Supply, and shall maintain record and files (HW/HM disposal, inventory, weekly inspection of building 3974 and training area).

10004. ARFF TRAINING SECTION NCO. The Assistant Hazardous Waste Coordinator (AHWC) shall schedule all ARFF /Recovery/Visiting Aircraft Line personnel to be trained by EAD personnel in the procedures of responding to fuel spills, and packaging and disposing of hazardous waste and materials that may be generated in their workplaces.

1. The ARFF AHWC shall assist the CFR AHWC in keeping current records of HW/HM training. The training section shall also assist in maintaining current and readily available references and training materials pertaining to HW/HM and clean up/control of HW/HM incidents, for use in conducting HW/HM training.

2. The AHMC is responsible for the cleanliness of the training area at all times, and shall contact Facilities Maintenance to make repairs or troubleshoot problems with the training area facilities.

3. The AHMC with the assistance of ARFF personnel shall ensure that when the ARFF AHMC is notified that more fuel for the training fires is needed, or the fuel tanker is less than half full, that additional fuel is ordered.

10005. ARFF ADMINISTRATION SECTION NCO. The ARFF Administration Section NCO shall be responsible to the ARFF OIC for maintaining records and files of all HW/HM incidents that ARFF responds to. The ARFF Administrative Section NCO shall also ensure that directives in ARFF files that pertain to HW/HM are kept current in accordance with Marine Corps, COMCABEAST, and all other directives.

10006. ARFF DISPATCHER. The Dispatcher is responsible to the Duty Section Leader for notifying appropriate agencies of HW/HM incidents, which require a response.

1. The Dispatcher shall notify the ARFF AHWC or Duty Section Leader when a HW/HM incident is reported or observed.

2. The Dispatcher shall notify EAD at extension 3631/6716 of all reported HW/HM incidents aboard the airfield during normal business hours. After 1630 or on weekends and holidays, the Dispatcher will refer to the recall roster supplied by EAD to report incidents beyond the Division's capabilities to contain or clean up.

10007. WASTE MANAGEMENT PLAN. Procedures for collection, segregation, containerization, labeling, transportation, and disposal of HW/HM shall be in accordance with reference (j).

10008. SPILL PREVENTION AND CONTROL. Procedures for preventing and controlling HW/HM spills procedures are summarized below.

1. The effectiveness of spill prevention and cleanup efforts depends largely on the quality of training given to all personnel that come in contact with HW/HM. In order to ensure that HW/HM incidents are kept to an absolute minimum, all personnel associated with HW/HM/POLS are required to comply with the applicable safety precautions.

2. Approved waste fuel containers must be utilized for disposal of HW/HM/POLS.

3. Containers utilized to store HW/HM/POLS shall be inspected prior to being palletized and properly marked.

4. Palletized containers for HW/HM/POLS will be kept in building 3974 and will be inspected daily for leaks or signs of corrosion.

5. At the unit level, the first and most important step in controlling an HW/HM incident is to keep the spilled substance(s) from entering water supplies and drains, or otherwise spreading and endangering nearby people and contaminating the area.

6. Small incidents will be controlled and cleaned up by the person at the scene utilizing an absorbent material.

7. Large incidents must be contained rapidly to prevent the HW/HM from spreading. This should be accomplished by using absorbent or other diking material (i.e. dirt, sand). Clean up of the incident then will be performed utilizing the appropriate absorbent material.

8. When an incident is beyond the scope of this Division's capabilities to contain or clean up, EAD and the MCAS, Fire Department will be contacted to request assistance. ARFF Marines will assist at the Section Leader's discretion.

9. There will be absolutely **NO** wash down of **ANY** fuel spills or other HW/HM incidents aboard the Air Station, unless proper authorization is obtained from EAD.

10. The ARFF AHWC shall conduct, or ensure the conduct of a daily inspection of the flight line for any aircraft that are venting fuel. He/She shall also check to ensure that no squadron leaves unattended any type of container being used to catch fuel venting from an aircraft on the flight line.

11. All airfield drains must be checked after rain showers to ensure that any fuel on the deck did not travel into any of the drains.

10009. REPORTING, CONTAINMENT AND CLEAN-UP. HW/HM/POL incidents shall be reported immediately as follows: approximate amount and type of substance, waterways or drains endangered, name and number of reporting personnel, and the location of spill. If an aircraft is involved, it's unit and model will be noted.

1. HW/HM incidents in building 3974 will be reported to the ARFF AHWC and EAD.

2. HW/HM incidents on the airfield will be reported to the ARFF Dispatcher (2420/2486).

3. HW/HM incidents on non-runway areas will be reported to the Fire Department (2351/2083).

4. Incidents which, are beyond this Division's capability to contain or clean up, must be reported to EAD and the Fire Department.

5. After notifying the appropriate agencies, personnel at the spill scene will commence clean up or containment as appropriate.

6. When absorbent material is no longer usable it will be stored in approved barrels, properly marked, and palletized. The Material Section shall be advised on all barrels requiring disposal.

SOP ARFF, MCASCPNC

APPENDIX A

MINIMUM MANNING

1. The Section Leader may reduce manning levels to **no less than 15 personnel** after tactical flying is secured. Tactical flying is defined by any squadron assigned to MCAS, Cherry Point that is scheduled to fly by their respective flight schedules, except for VMR-1. A flight schedule for all tenant and visiting aircraft can be obtained from Flight Clearance, which is located at Airfield Operations. The Section Leader must maintain **at least 21 personnel while tactical flying is in progress or for visiting aircraft that are C-130 or larger**, according to the flow chart located on page 2 of the flight schedule.

2. Any Personnel who are secured are required to be in recall status until the end of their section's duty status. Personnel shall use the below listed guidelines to ensure that they are able to conform to recall procedures.

a. Personnel must be able to report to the ARFF building safely and efficiently in **30 minutes or less**.

b. Personnel will be at their recall address/number.

c. No personnel will be permitted to leave their recall address unless given specific permission from the Section Leader.

d. Any personnel with a non-working phone number will not be permitted to leave the ARFF area while their duty section is working. **Cellular phones or pagers are not an authorized recall medium.**

e. If personnel reside in the barracks, they will be in their assigned room, unless given permission from the Section Leader.

f. **There will be no consumption of alcohol while in a recall status.**

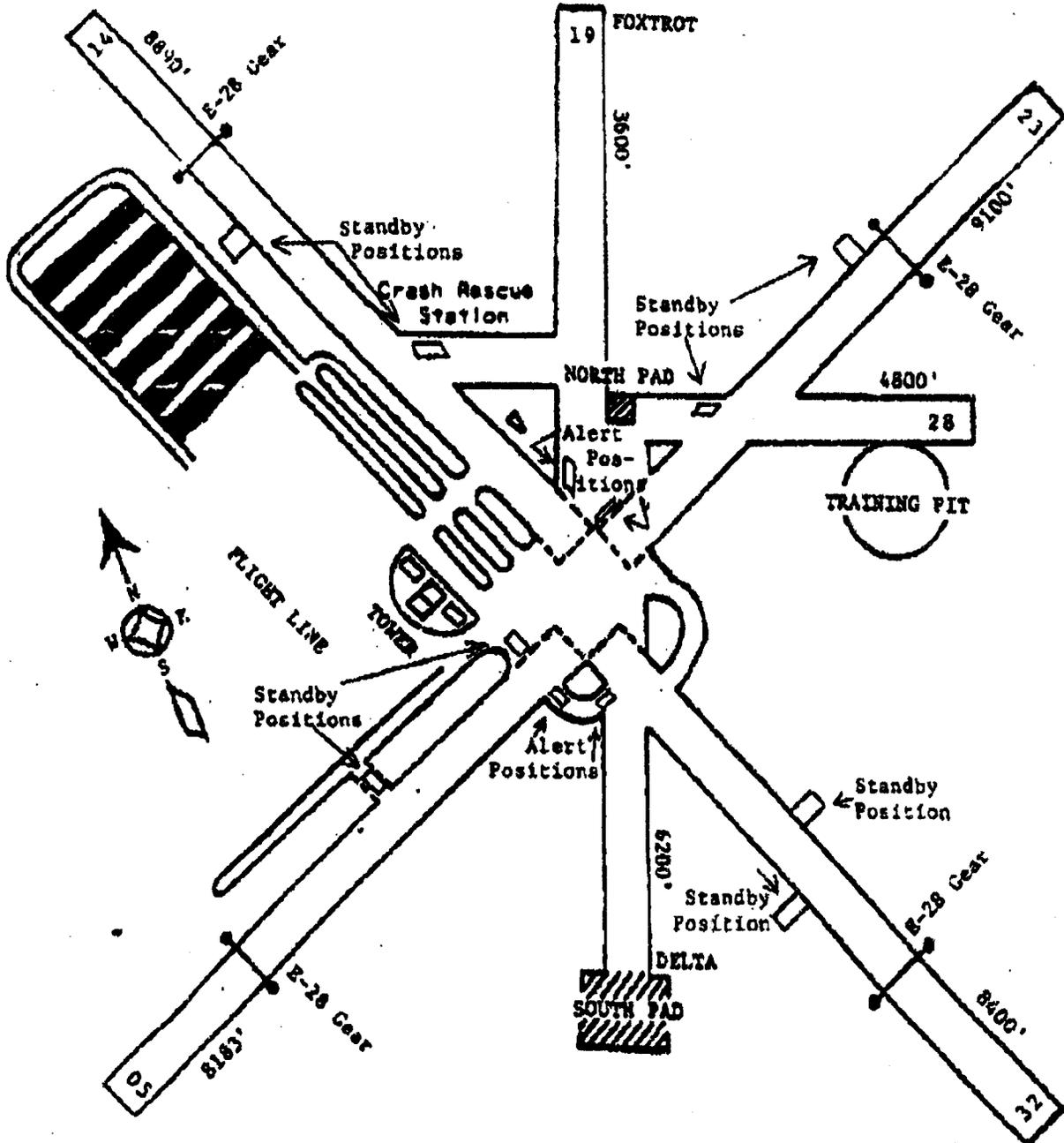
g. The Section Leader is the only person who can authorize a recall exemption.

h. No personnel will be able to frequent establishments, that serve alcohol, while in a recall status.

SOP ARFF, MCASCPNC

APPENDIX B

AIRFIELD ALERT AND STAND-BY POSITIONS



SOP ARFF, MCASCPNC

APPENDIX C

STRUCTURAL ALARM RESPONSE REQUIREMENTS

<u>Box</u>	<u>Location</u>	<u>Area or Bldg</u>
111	Large Fuel Pits 10, 11, 12, 13, 14, 15	Taxiway
112	Hanger #3	250
113	Hanger #1701	1701
114	Hanger #2	130
115	Hanger #1700	1700
116	Hanger #1	131
117	Old Air Traffic Control Tower	199, 1639, 1640
118	Fuel Pits 1,2,3,4,5	Inbound Taxiway
119	Fuel Pits 6,7,8,9	Bravo Taxiway
121	Hanger #1667	1667
122	New Air Traffic Control Tower	4327
123	Hanger #1665	1665
125	NADEP Main Bldg.	137
126	NADEP Engine Overhaul	133
127	NADEP Final Finish	245
128	NADEP Air Cond. Bldg.	139/424
129	NADEP Emergency Repair	188
132	Tank Farm "A"	250/1710
136	NADEP Paint Stripping	137
137	NADEP Welding Shop	83
148	NADEP Flight Line	147
151	NADEP Ram Air Cell	3402
153	Flammable Storage Hanger	149
154	NADEP	421
155	NADEP Packing and Preservation	1798
156	NADEP Aircraft Ramp	Camel Flight Line
157	NADEP Camel Flight Line	137/4037/4275
158	NADEP	133
159	NADEP Aircraft Wiring/Drying Hanger	3766
161	C-9 Storage Bldg.	3769/146
162	Radar Site on "Echo" Taxiway	1645
163	NADEP "LOX" Plant	3767/3768
166	NADEP Hush House	4036

SOP ARFF, MCASCPNC

169	Ground Support Bldg.	4057
172	Ram Air Test Cell	137
174	NADEP Flight Training Facility	4034
185	Ground Support Equipment	3996
186	Hanger 3997	3997
187	Hanger 3998	3998
191	NADEP	4188
194	NADEP Ground Support Equipment	4032
195	Plating Shop	4035
196	NADEP HAZMAT/flammable Storage	4247
198	NADEP VISTOL Facility	4224
199	NADEP Rotor Blade Rework Facility	4225
514	Tank Farm "B"	
517	MAILS-14 Ordnance	1229
518	MALS-14 Ordnance	1229
519	AWTU	1795
522	Slocum Railhead Pump Station	Slocum Road & railroad crossing
525	Embark Area Terminal Bldg.	4210
526	Embark Area Cargo Storage	4211
543	Crash Fire Rescue	1791
544	MASS-1 Warehouse	1799